Lesson: 11: Delivering a Presentation

Multiple Choice

1. What dialog box allows you to specify which slide a presentation starts with?

a) Header and Footer

b) Page Setup

c) Slide Number

d) PowerPoint Options

Ans: b

Difficulty: Medium

Section Ref: Adjusting Slide Orientation and Size

2. What slide size would you choose if you knew you had to present your slide show on a widescreen monitor?

a) On-screen Show (4:3)

b) Letter Paper

c) On-screen Show (16:9)

d) Overhead

Ans: c

Difficulty: Medium

Section Ref: Adjusting Slide Orientation and Size

3. Which of the following tasks cannot be accomplished in Handout Master view?

a) changing theme colors

b) applying a different background style

c) applying a border around the slide placeholders

d) all of the above tasks can be accomplished

Ans: c

Difficulty: Hard

Section Ref: Customizing Audience Handouts

4. What do you need in order to use Presenter view?

a) the Presenter view application

b) two keyboards

c) two monitors

d) an assistant

Ans: c

Difficulty: Medium

Section Ref: Workplace Ready: Ways to Present Slides

5. For best results in presenting slide shows, you need \_\_\_\_\_\_\_\_\_\_.

a) good sound and video cards and speakers

b) wifi

c) a flat-screen monitor

d) at least 2 gigabytes of storage space

Ans: a

Difficulty: Medium

Section Ref: Workplace Ready: Ways to Present Slides

6. If you do not have a digital projector, you can still present slides to an audience using \_\_\_\_\_\_\_\_\_\_.

a) 35mm slides

b) overheads

c) banners

d) both a and b

Ans: d

Difficulty: Medium

Section Ref: Workplace Ready: Ways to Present Slides

7. A hidden slide can be displayed in which view?

a) Normal

b) Slide Sorter

c) Slide Show

d) All of the above

Ans: d

Difficulty: Medium

Section Ref: Choosing Slides to Display

8. The slide numbers on the slides in a custom show \_\_\_\_\_\_\_\_\_\_.

a) start from 1

b) are the same as they were in the original presentation

c) always appear boxed

d) are removed during the process of creating the custom show

Ans: b

Difficulty: Hard

Section Ref: Choosing Slides to Display

9. When you rehearse timings, you should \_\_\_\_\_\_\_\_\_\_.

a) read each slide as quickly as you can

b) allow the same amount of time for each slide

c) read all content and look at all graphics, tables, and charts

d) ignore the slide titles and read only the content placeholder material

Ans: c

Difficulty: Medium

Section Ref: Rehearsing Your Delivery

10. What happens when you click the Rehearse Timings button?

a) The presentation displays in slide show view starting with slide 1.

b) A dialog box displays to ask what slide you want to start on.

c) A dialog box displays asking you to choose which presentation to rehearse.

d) The presentation displays in slide show view starting from the current slide.

Ans: a

Difficulty: Medium

Section Ref: Rehearsing Your Delivery

11. The Rehearsal toolbar lets you do all *except* which of the following?

a) pause the rehearsal and then restart it

b) start over on a slide

c) view the elapsed time for the current slide

d) switch to a different presentation

Ans: d

Difficulty: Medium

Section Ref: Rehearsing Your Delivery

12. Which of the following is not an annotation pen choice?

a) Felt Tip Pen

b) Ball Point Pen

c) Crayon

d) Highlighter

Ans: c

Difficulty: Medium

Section Ref: Working with Presentation Tools

13. What utility can be downloaded for free from Microsoft to display a PowerPoint presentation on a system that does not have PowerPoint?

a) PowerPoint Viewer

b) Office Viewer

c) Universal Viewer

d) PowerPoint Lite

Ans: a

Difficulty: Medium

Section Ref: Packaging a Presentation for Delivery

14. How can you deliver a live presentation via the Internet?

a) PowerPoint Viewer

b) Broadcasting

c) Packaging for CD

d) Creating a video

Ans: b

Difficulty: Easy

Section Ref: Broadcasting a Presentation

15. Which of these is NOT a method of moving to the next slide in a presentation?

a) Enter key

b) Left arrow key

c) Left-click

d) Spacebar

Ans: b

Difficulty: Easy

Section Ref: Working with Presentation Tools

16. Slides are sized by default at a \_\_\_\_\_\_ aspect ratio that allows them to be shown on a standard monitor without distortion.

a) 16:9

b) 4:1

c) 4:3

d) 13:8

Ans: c

Difficulty: Medium

Section Ref: Adjusting Slide Orientation and Size

17. How are comments identified?

a) Windows login

b) Initials of the user who entered them

c) They are not identified

d) Network address of the user who entered them

Ans: b

Difficulty: Medium

Section Ref: Adjusting Slide Orientation and Size

18. To change the layout for handouts that you print, modify the Handout \_\_\_\_\_\_\_\_.

a) Leader

b) Gallery

c) Controller

d) Master

Ans: d

Difficulty: Medium

Section Ref: Customizing Audience Handouts

19. A \_\_\_\_\_\_\_\_\_\_\_\_\_ is a subset of the slides in a presentation.

a) Slide Group

b) Custom Show

c) Cluster

d) Mini Show

Ans: b

Difficulty: Medium

Section Ref: Choosing Slides to Display

20. In the Set Up Show dialog box, which option results in a presentation that runs in a resizable window when in Slide Show view?

a) Presented by a speaker

b) Browsed by an individual

c) Browsed at a kiosk

d) Presented from a laptop

Ans: b

Difficulty: Medium

Section Ref: Setting Up a Slide Show

21. What does pressing the P key do in Slide Show view?

a) Returns to the previous slide

b) Prints the current slide

c) Opens the Print dialog box

d) Turns the mouse pointer into a pen

Ans: a

Difficulty: Medium

Section Ref: Working with Presentation Tools

22. When you set the mouse pointer to function as a pen, you can \_\_\_\_\_\_\_\_\_\_\_\_ the slides.

a) Hide

b) Cancel

c) Annotate

d) Remove

Ans: c

Difficulty: Medium

Section Ref: Working with Presentation Tools

23. When you \_\_\_\_\_\_\_\_\_\_\_\_\_ a presentation, you make it available for people to watch live online, at the same time as you are showing it on your own computer.

a) Record

b) Make a video of

c) Broadcast

d) Animate

Ans: c

Difficulty: Medium

Section Ref: Broadcasting a Presentation

24. When you \_\_\_\_\_\_\_\_\_\_ a presentation, you can make it available to others for later viewing at their own convenience.

a) Record

b) Make a video of

c) Broadcast

d) Animate

Ans: a

Difficulty: Hard

Section Ref: Recording a Presentation

True/False

25. You can create only five custom shows in any presentation.

Ans: False

Difficulty: Medium

Section Ref: Choosing Slides to Display

26. You can throw away slide timings if you do not want to keep them.

Ans: True

Difficulty: Medium

Section Ref: Rehearsing Your Delivery

27. Both the spacebar and the Page Up keys will display the next slide or animation during a presentation.

Ans: False

Difficulty: Medium

Section Ref: Working with Presentation Tools

28. If necessary, you can display slides in both portrait and landscape orientation in a single presentation.

Ans: False

Difficulty: Medium

Section Ref: Adjusting Slide Orientation and Size

29. If you add a text box to the handout master that shows four slides per page, you will see it on the handout master that shows nine slides per page.

Ans: True

Difficulty: Medium

Section Ref: Customizing Audience Handouts

30. You cannot adjust the position or size of the slide placeholders in the handout master in PowerPoint.

Ans: True

Difficulty: Medium

Section Ref: Customizing Audience Handouts

31. If you save the ink annotations for a presentation, you can later edit or delete them individually from each slide.

Ans: True

Difficulty: Medium

Section Ref: Working with Presentation Tools

32. PowerPoint 2010 places the PowerPoint Viewer utility on a CD that you make with the Package for CD feature.

Ans: False

Difficulty: Medium

Section Ref: Packaging a Presentation for Delivery

33. You can package a CD to a folder on your hard disk.

Ans: True

Difficulty: Easy

Section Ref: Packaging a Presentation for Delivery

34. If you make a mistake when recording narration for a slide, you must start over again with slide 1.

Ans: False

Difficulty: Easy

Section Ref: Recording a Presentation

Fill-in-the-blank

35. By default, notes pages are in \_\_\_\_\_\_\_\_\_\_ orientation.

Ans: Portrait

Difficulty: Easy

Section Ref: Adjusting Slide Orientation and Size

36. Tools for changing slide orientation can be found on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Design

Difficulty: Medium

Section Ref: Adjusting Slide Orientation and Size

37. To customize handouts, you must first display the master by making a selection on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: View

Difficulty: Medium

Section Ref: Customizing Audience Handouts

38. When you use a digital projector, you project slides onto a(n) \_\_\_\_\_\_\_\_\_\_.

Ans: screen

Difficulty: Easy

Section Ref: Workplace Ready: Ways to Present Slides

39. Digital projectors accept input from a(n) \_\_\_\_\_\_\_\_\_\_.

Ans: computer

Difficulty: Medium

Section Ref: Workplace Ready: Ways to Present Slides

40. In the Define Custom Show dialog box, a hidden slide has \_\_\_\_\_\_\_\_\_\_ around its number.

Ans: parentheses

Difficulty: Hard

Link: Choosing Slides to Display

41. If you have a(n) \_\_\_\_\_\_\_\_\_\_ attached to your computer, you can choose to record narration for the slides.

Ans: microphone

Difficulty: Medium

Section Ref: Setting Up a Slide Show

42. Use the \_\_\_\_\_\_\_\_\_\_ button in the Package for CD dialog box to specify further settings for linking or embedding content.

Ans: Options

Difficulty: Medium

Section Ref: Packaging a Presentation for Delivery

43. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the default orientation for PowerPoint slides, because it is closer to the dimensions of a monitor than portrait orientation.

Ans: Landscape

Difficulty: Easy

Section Ref: Adjusting Slide Orientation and Size

44. For additional handout formatting options, export the handouts to \_\_\_\_\_\_\_\_\_\_\_\_.

Ans: Word

Difficulty: Easy

Section Ref: Customizing Audience Handouts

45. Hide a slide by clicking the Hide Slide button on the \_\_\_\_\_\_\_\_\_\_\_ tab.

Ans: Slide Show

Difficulty: Medium

Section Ref: Choosing Slides to Display

46. \_\_\_\_\_\_\_\_\_\_\_\_ a presentation for CD assembles all the files you need to show your slides, no matter what kind of system you have to use to run the show.

Ans: Packaging

Difficulty: Medium

Section Ref: Packaging a Presentation for Delivery

Short Answer

47. What is the default slide size called?

Ans: On-screen Show (4:3)

Difficulty: Medium

Section Ref: Adjusting Slide Orientation and Size

48. What button opens a dialog box in which you can change slide size?

Ans: Page Setup

Difficulty: Medium

Section Ref: Adjusting Slide Orientation and Size

49. What button do you click in Handout Master view to determine how many slide placeholders to display on a handout?

Ans: Slides Per Page

Difficulty: Medium

Section Ref: Customizing Audience Handouts

50. What display option allows a moderator to control slide display by simply touching the screen?

Ans: interactive whiteboard

Difficulty: Medium

Section Ref: Workplace Ready: Ways to Present Slides

51. What button allows you to prevent a slide from displaying during a presentation?

Ans: Hide Slide

Difficulty: Medium

Section Ref: Choosing Slides to Display

52. What option on the Slide Show tab do you deselect if you have decided not to use slide timings?

Ans: Use Rehearsed Timings

Difficulty: Hard

Section Ref: Rehearsing Your Delivery

53. What dialog box lets you specify what type of show to present?

Ans: Set Up Slide Show

Difficulty: Medium

Section Ref: Setting Up a Slide Show

54. What option can you select during a presentation to obscure the current slide with a dark covering?

Ans: Black Screen

Difficulty: Hard

Section Ref: Working with Presentation Tools

55. What button can you click to copy more than one presentation to a single CD?

Ans: Add Files

Difficulty: Hard

Section Ref: Packaging a Presentation for Delivery

56. On which tab do you adjust a slide's timing?

Ans: Transitions

Difficulty: Medium

Section Ref: Rehearsing Your Delivery

57. In what dialog box do you set up PowerPoint to use Presenter View with multiple monitors?

Ans: Set Up Show

Difficulty: Hard

Section Ref: Setting Up a Slide Show

Essay

58. How would you create a custom slide size?

Ans: Click the Design tab, click Page Setup, click the Width box and set a new slide width, click the Height box and set a new slide height, and then click OK.

Difficulty: Hard

Section Ref: Adjusting Slide Orientation and Size

59. How would you hide the Footer placeholder for all handout masters?

Ans: In Handout Master view, deselect the Footer option in the Placeholders group on the Handout Master tab.

Difficulty: Hard

Section Ref: Customizing Audience Handouts

60. What steps would you take to customize notes pages for a presentation?

Ans: Click the Notes Master button on the View tab to display the Notes Master tab. Then adjust the master as desired.

Difficulty: Hard

Section Ref: Customizing Audience Handouts

61. How can you easily apply the same font formats to all placeholders in a handout master?

Ans: Click the first placeholder, hold down Shift, and click the remaining placeholders.

Difficulty: Medium

Section Ref: Customizing Audience Handouts

62. What must you consider when deciding whether you can show a presentation to a group using a computer monitor?

Ans: Whether the monitor is large enough for everyone to see the slide material clearly.

Difficulty: Hard

Section Ref: Workplace Ready: Ways to Present Slides

63. How can you recognize a hidden slide in the Slides tab?

Ans: The slide is shaded in the tab and its number is surrounded by a box with a diagonal bar.

Difficulty: Medium

Section Ref: Choosing Slides to Display

64. How do you unhide a slide?

Ans: Use the same procedure used to hide it: Select the slide and click the Hide Slide button on the Slide Show tab, or right-click the slide and select Hide Slide.

Difficulty: Medium

Section Ref: Choosing Slides to Display

65. In Slide Sorter view, where does a slide timing display?

Ans: Below the slide thumbnail, near the lower-left corner of the slide.

Difficulty: Hard

Section Ref: Rehearsing Your Delivery

66. What option is selected by default if you choose the *Browsed at a kiosk* show type?

Ans: Loop continuously until ‘Esc’

Difficulty: Medium

Section Ref: Setting Up a Slide Show

67. What option can you choose to display to make it easier for an individual to browse a presentation?

Ans: You can choose to display a scrollbar.

Difficulty: Hard

Section Ref: Setting Up a Slide Show

68. If you choose a higher resolution for your show, what consequence is likely to occur?

Ans: The system is likely to run more slowly.

Difficulty: Hard

Section Ref: Setting Up a Slide Show

69. What is the only function the left mouse button can perform when navigating slides during a presentation?

Ans: The left mouse button displays the next slide or animation.

Difficulty: Medium

Section Ref: Working with Presentation Tools

70. If you choose to keep your annotations after ending a slide show, how do they display on the slides in Normal view?

Ans: They display as shapes that can be selected and deleted like any drawing shape.

Difficulty: Medium

Section Ref: Working with Presentation Tools

71. How do you put multiple presentations on a single CD?

Ans: In the Package for CD dialog box, click Add, and then select the presentations to include.

Difficulty: Hard

Section Ref: Packaging a Presentation for Delivery

72. Why is it a good idea to embed TrueType fonts when packaging a presentation?

Ans: Embedding the fonts ensures that your presentation will look the same when you deliver it on any system as it does on your own computer.

Difficulty: Hard

Section Ref: Packaging a Presentation for Delivery